PROGRAM POLICIES

Department of Transportation

DELPHI Program

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Introduction

Purpose

The purpose of this document is to establish general policies that will govern the DOT DELPHI Program.

Scope

This document defines policies for the DELPHI Program in the following areas:

- Program Work Schedule
- Individual Work Schedule
- Administrative

Related Documents

1. Program Charter for DELPHI Program
2. Control and Reporting Procedures for the DELPHI Program
3. Quality Plan for DELPHI Program

Program Work Schedule

Standard Work Hours

The standard core work hours for DELPHI team members are 8:30am - 4:30pm Monday through Thursday. Exceptions may be made with approval of the Program Management Team. This schedule is subject to change depending upon the needs of the program.

Standard Work Week

The standard work week for DELPHI team members are Monday - Friday. Since the core work hours are on Monday through Thursday, Fridays may be used for RDO or maxiflex hours off. Exceptions may be made with approval of the Program Management Team. This schedule is subject to change depending upon the needs of the program.

Federal Holidays

The following federal holidays will be recognized and will be unavailable for program work activities:

- New Years Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- July Fourth
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day
- Christmas Day

Program Travel

Travel by DELPHI team members for program-related activities will occur during the standard work week. Exceptions may be made with approval by the Program Management Team. At times frequent travel may be required, especially during the implementation phase. Also, occasional Sunday travel will be allowed if required.

Individual Work Schedule

Planned Time Off

Individual DOT team members will notify their organization supervisor and their DELPHI group leader of their requests for planned time off (e.g. vacation and personal days) by February 15th of each year. These requests must be scheduled and approved in advance on a standard Form 71. Individual consultant resources will notify their respective organization supervisor and their DELPHI group leader of their requests for planned time off. The group leader and the individual will review the individual's DELPHI tasks and responsibilities for the period covered by the requested time off prior to approval of the individual's request. If necessary, prior to approval of the requested time off, the individual and the group leader will come to agreement on changes to completion dates on the individual's tasks to allow for the time off without impacting the program plan or schedule. If this cannot be accommodated, the request may be denied by the group leader.

DOT group leaders will notify DELPHI Managers of their requests for planned time off. As with the DOT team members, the group leaders will make their requests by February 15th of each year and use a standard Form 71. Prior to this request, the group leader should evaluate his/her planned tasks and responsibilities and those of his/her group. As part of the request to the DELPHI managers, the group leader will have an action plan for addressing all affected activities occurring during the period of absence without impact to the plan or schedule. This plan may include completing tasks early, or adjusting resource assignments.

The group leaders will report all approved planned time off for themselves and for their respective team members in their weekly status reports to the Program Management Team.

Unplanned Absence

Individual team members will, within one hour of the beginning of the work shift, notify their organization supervisor, and their DELPHI group leader of unplanned absences due to reasons such as illness, or emergency. The group leader will review the individual's tasks and responsibilities for the anticipated period of the absence and determine the impact upon the program plan or schedule. If necessary, the group leader will make adjustments to resource assignments in order to eliminate or minimize the impact of the absence on the plan and schedule.

Group leaders will, within one hour of the beginning of the work shift, notify the DELPHI Managers of their unplanned absences due to valid reasons such as illness, or emergency. The group leader will also notify his/her respective team members to inform them of their absence and to provide any specific instructions that may be necessary for the individuals during the anticipated period of the group leader's absence to keep activities moving on schedule.

The group leaders will report all unplanned absences for themselves and for their respective team members in their weekly status reports to the Program Management Team.

Administrative

Weekly Time Reporting

All members of the DELPHI program team will complete a *DELPHI Weekly Timesheet* (sample provided in Appendix A). Blank timesheets by individual team member will be generated from Project Workbench by the Program Support resource, and distributed to team members every Thursday for the following week. The timesheet will contain only the tasks that the specific individual is assigned to work on according to the program plan.

The timesheet will be completed by each team member each week and will be due at their group progress review meeting on Monday morning of the week following the reporting period. Group leaders will collect the timesheets of their respective team members during their weekly group progress review meetings each Monday morning.

Each team member will enter the following information on the weekly timesheet:

- Hours by task in one-hour increments (normal breaks may be charged to the task being worked on), by day of week;
- Total hours by task for the week;
- Suggested revised task end dates, if applicable.

Group leaders will provide the weekly timesheets for their respective groups to the Program Management Team during the weekly project progress review meeting each Tuesday morning. During this meeting, the group leaders and Program Management Team together will complete a consolidated *DELPHI Task Update Form* (sample provided in Appendix A). As with the timesheet, a blank task update form will be generated from Project Workbench by the Program Support resource every Thursday. This will be provided to the DELPHI Program Manager.

The Program Management Team will complete the task update form based upon the input and progress reports of the group leaders, and status of deliverable review and approvals. The following information will be entered:

- Status (started or complete);
- Revised percent complete;
- Revised task end dates, if applicable, and only if approved by the DELPHI Program Management Team.

The timesheets and task update form will be provided to the Program Support resource, who will enter the data into the program plan. This entry should be completed by end of business day each Wednesday for the prior week.

Work Habits

It is imperative that all DELPHI program team members conduct themselves in a professional manner at all times. Each team member should maintain the discipline of the work environment by being on time for work and meetings and by observing 30 minute lunches and two fifteen minute breaks per day.

Dress Code

The dress code for the DELPHI program team members on-site at the MMAC in Oklahoma City will be business casual on Monday - Thursday, and casual on Friday. The Program Management Team will notify team members of exceptions to this policy if necessary.

The dress code for the DELPHI program team members when attending meetings away from the project site in Oklahoma City (e.g. Washington D.C.) will be business attire unless otherwise noted by the Program Management Team. Program team members may be asked to dress in business attire for other situations.

Program Resources

The DELPHI program team will make use of many shared resources during the course of the program. Examples of such resources are:

- conference rooms
- overhead projectors
- electronic white boards

For the purpose of effectively managing the usage of these and other shared resources, there will be a sign-out or reservation sheet for each of these resources. Use of these resources will require reserving them in advance for a specific period of time.

There will be other shared resources that do not require reservation and may be used on a first-come, first-served basis. Examples of such resources are:

- fax machines
- copier machines
- printers
- computers

Appendix A

Weekly Timesheet (sample)

Weekly Timesheet

Task Id	Task Name	Rsc. Abr.	Mo	Tu	We	Th	Fr	Total	Act Hours	Task Start Date	Task End Date	Suggested Revised End Date
A.TA.040	Develop Conceptual Architecture	AA						______	0.0	5/12/98	5/15/98	___________
A.CT.SUM	Definition Phase Control	AA						______	0.0	4/13/98	4/17/98	___________
B.BR.010	Prepare SDL/Mapping Instance	AA						______	0.0	6/16/98	6/24/98	___________
B.BR.020	Execute SDL - Federal 1.1	AA						______	0.0	6/25/98	8/5/98	___________
B.BR.091	Validate Information Access Model	AA						______	0.0	8/19/98	8/24/98	___________
B.TA.090	Revise Conceptual Architecture	AA						______	0.0	5/19/98	5/22/98	___________
B.MD.020	Define and Estimate Extensions, Intefaces	AA						______	0.0	7/23/98	8/5/98	___________
B.TR.020	Prepare Project Team Training Instance	AA						______	0.0	5/7/98	5/15/98	___________
B.CT.SUM	Analysis Phase Control	AA						______	0.0	11/17/98	12/16/98	___________
B.CT.TAR	Resolve TARS	AA						______	0.0	4/6/98	5/14/98	___________
C.BR.091	Prepare Project Team Training Instance	AA						______	0.0	8/4/98	8/12/98	___________
C.BR.104	Re-Prepare SDL Mapping Environment	AA						______	0.0	9/10/98	10/7/98	___________
C.BR.105	Execute SDL - Federal 2.0	AA						______	0.0	10/9/98	2/26/99	___________

Task Update Form (sample)

ID	Task Name	Status	Current Percent Complete	Revised Percent Complete	Start Date	End Date	Revised End Date
P.PD.010	Develop Program Charter		0	____________	1/5/98	3/3/98	______________
P.PD.020	Develop Control and Reporting Procedures		0	____________	1/5/98	3/3/98	______________
P.PD.030	Develop Quality Plan		0	____________	1/5/98	3/3/98	______________
P.WP.010	Develop Project Workplans		0	____________	1/20/98	3/2/98	______________
P.WP.020	Master Plan Approval		0	____________	2/17/98	3/2/98	______________
Q.ST.010	Prepare Physical Program Environment		0	____________	2/6/98	4/30/98	______________
Q.ST.020	Create Budget Tracking Mechanism		0	____________	2/23/98	4/30/98	______________
Q.CC.010	Complete Oracle Delivery Order		0	____________	3/2/98	3/16/98	______________
Q.CC.020	Complete CSC Statement of Work		0	____________	3/2/98	3/16/98	______________
Q.CC.030	Establish Performance Criteria		0	____________	3/5/98	3/16/98	______________
Q.PP.010	Develop Program Release Strategy		0	____________	3/5/98	4/30/98	______________
Q.PP.020	Develop Documentation Management Strategy		0	____________	3/2/98	4/30/98	______________
Q.PP.030	Develop Communications Plan		0	____________	3/4/98	4/30/98	______________
Q.PP.040	Document Program Policies		0	____________	3/2/98	4/30/98	______________
Q.PP.050	Define Knowledge Transfer Strategy		0	____________	3/2/98	4/30/98	______________
Q.PP.060	Obtain OCD Demo Experience		0	____________	2/2/98	4/30/98	______________
Q.TR.010	Develop Team Training Strategy		0	____________	2/23/98	4/30/98	______________
Q.TR.020	Schedule/Attend Overview Training		0	____________	4/1/98	4/30/98	______________
R.OS.100	Confirm Approach to Staffing		0	____________	3/4/98	3/9/98	______________
R.OS.200	Identify Staffing Requirements		0	____________	3/10/98	3/31/98	______________